



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

GRAPHICS DESIGNER – PART TIME #406

Salary: \$24.34 - \$31.64 per hour

First Review of Applications: Monday, July 19, 2010

The Position

This is a part-time regular position. The employee will work 20 hours per week. This position is responsible for producing computer graphic design and photographic artwork for brochures, posters, booklets, flyers, signage, technical reports and newsletters/e-newsletters to publicize and promote the agency's projects, programs, services and special events. The employee will also design Web pages, maintain Web site content, prepare presentation graphics/slides, and photograph special events. This position is in the agency's Graphics Unit, which currently consists of a Lead Graphic Designer and a Web/Graphic Designer. The Graphics unit is in the Media and Public Affairs Division; the position reports to the Manager of Media and Public Affairs.

Essential Duties:

- Prepares, designs, and produces computer graphic layouts of Web pages and printed reports, booklets, pamphlets and other presentation materials.
- Maintains Web site content, including posting items to and/or removing items from the Web site to keep content fresh.
- Interfaces with staff to discuss project parameters.

Ideal Candidate Qualities

- Experience in developing communication materials on technical topics for various audiences
- Experience using Web site design and content management software including Adobe CS (Contribute, Dreamweaver, Fireworks)
- Experience using computer graphics software including (Adobe Creative Suite)

Essential Qualifications

Education: Equivalent to an Associate's degree with major course work in commercial art, graphic design, or a related field.

Experience: Three years of responsible commercial art experience in the preparation and production of computer graphic art presentation.

Knowledge of: Computer graphic design principles, presentation styles and formats; graphic design and illustration methods and techniques; cartography and typographic design techniques; computer aided design software packages, traditional and modern desktop publishing art preparation; photographic principles and techniques including composition and design.

Ability to: Provide quality customer service under deadline pressure; manage multiple projects simultaneously, work effectively individually and within a team; establish, maintain and foster positive working relationships with all levels of staff under tight and changing deadlines; understand and carry out oral and written directions; communicate clearly and concisely, both orally and in writing.

Special Requirements: Ability to work in a standard office environment including computer equipment and software; ability to lift 20 pounds; ability to travel to different sites and locations; operate a motor vehicle safely; possession of, or ability to obtain, an appropriate, valid driver's license.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources Office

818 West 7th Street, 12th Floor

Los Angeles, CA 90017

(213) 236-1931

Fax (213) 630-1493

www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. Applicants must clearly demonstrate through their application materials that they meet the minimum qualifications. Selection process may include a review of writing samples, panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Employees earn 3.0769 hours per payroll period based on 80 hour pay period.
- **Sick Leave:** Employees earn 3.6923 hours every payroll period or one day per month based on an 80 hour pay period.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.

- **Flexible Time/Modified Work Week:** SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is the largest Metropolitan Planning Organization in the country and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles and a population of over 18 million. For more information on SCAG, please visit our Web site at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, fashion and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. SCAG also has satellite offices located in Imperial, Orange, Riverside, San Bernardino and Ventura counties.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.